

**S.D.S. NEWSLETTER**  
*Services for Disabled Students*  
(*Advocacy and Support Services*)

Hall 580  
848-3525/3511 (Voice & TDD)

Administration 121  
848-3503/3536 (Voice & TDD)

*Volume 4, No. 1 Fall 1991*

Dear students,

Welcome from all of us at Services for Disabled Students for the 1991-1992 academic year. All the staff in SDS are looking forward to an exciting and innovative year. We have had a busy Summer session in re-structuring and planning new services and programs, particularly in light of the re-organization of the Student Services under the direction of the Associate Vice Rector, Services (Student Life), Dr. Donald Boisvert.

Services for Disabled Students is now a part of Advocacy and Support Services which consists of the following units: International Students Office, Women's Centre, Campus Ministry, Legal Information Services and liaison with the Daycare Centres. This group was formed with a common goal to promote and defend the rights of students. Ann Kerby has been appointed Director of Advocacy and Support Services and I was very pleased to accept the position of Coordinator of Services for Disabled Students effective June 1, 1991.

These changes reflect a clear indication of the university's commitment to the needs and rights of the plurality of the Concordia student community as well as to the growth of SDS. I hope I will have the occasion to meet with each student in the coming months and wish all of you success in your academic endeavours.

Leo Bissonnette  
Coordinator, Services for Disabled Students

## ANNOUNCEMENTS - - -

### Computer Rooms:

\* located on both campuses:

H 580 - (SGW)  
AD 121 - (LOY)

\* days/time:

Mondays - Fridays  
09:00 - 17:00

### Exam Accommodations:

\* procedures to follow:

- 1) request a letter of identification for each of your professors
- 2) provide list of your courses, professors' names & quiz/exam dates

### Evacuation & Safety:

\* emergency numbers:

SGW: 848-3717 (Security)  
848-3525 (Voice & TDD)

LOY: 848-3707 (Security)  
848-3536 (Voice & TDD)

\* check with SDS on "Evacuation Procedures - Disabled Students"

### Graduation:

\* all faculties will hold their Fall graduation ceremonies at Place des Arts

\* accessible parking is available at Place des Arts through the entrance off de Maisonneuve Blvd. - Security at Place des Arts will assist anyone with parking

\* graduating students needing assistance with seating, etc..may contact our services at either campus

Date: November 18, 1991  
(for all faculties)

Time: 15:30

### Material Adaptation:

\* students with a learning disability and a visual impairment needing material transcribed (i.e. taped, brailled and/or enlarged) for Fall and Winter sessions, please follow these steps:

- 1) drop off your course schedule and any pertinent information at our services
- 2) check with your departments and your professors periodically for any additional information
- 3) check with SDS (at least once a week) for follow up on adapted materials

### New Numbers:

\* SDS FAX numbers:

848-3524 (SGW)

\* for general inquiries, messages or emergency phone calls, please call:

848-3525/3511 (SGW) (Voice & TDD)

848-3503/3536 (LOY) (Voice & TDD)

### Guidance Services:

\* inquire at the Guidance Services for workshops on: writing, reading, study skills, exam anxiety, stress management, etc...

Location: Hall 440 (SGW)  
WC 203 (LOY)

Tel: 848-3545 (general)

## **Health Services:**

- \* provides comprehensive and confidential health care
- \* organizes health programs
- \* lends books on health issues
- \* provides pamphlets in braille, tape and large print

**Location:** ER 407 (SGW)  
wheelchair accessible  
CH 101 (LOY)

**Tel:** 848-3565 (SGW)  
848-3575 (LOY)

## **Lockers:**

- \* lockers designated for students with a disability
- \* for more information contact SDS

## **Parking:**

- \* indoor parking is available in the Hall Building garage and outdoors at Loyola
- \* fee for parking permits: \$2.40
- \* parking tickets for Hall garage: \$21.50 for a book of 10 tickets
- \* admission to parking requires: 2 tickets per day
- \* apply at SDS - please bring your fee for the parking permit

## **Peer Helper Drop-In Centre:**

- \* Peer helpers are a group of Concordia students who have been trained in listening and referral skills. Consisting of various ages, educational backgrounds and cultures, this diverse group is able to serve and help the student population at large with personal or academic problems.

\* this service is available to ALL Concordia students

\* students interested in becoming a peer helper can call the Peer Helper Centre

\* all services are strictly confidential and free of charge

**Tel:** 848-2859 (SGW)

\* not wheelchair accessible - call for appointment in an accessible space

## **University Writing Test (UWT):**

\* special arrangements can be made to accommodate your needs for this test - contact the SDS staff prior to these (UWT) dates:

October 18, 1991  
January 24, 1991  
March 13, 1991

## **Work Study Programme:**

- \* this programme is designed to give students with insufficient financial resources an opportunity for on-campus employment
- \* applications and pamphlets are available at Financial Aid and SDS offices
- \* we encourage all students to apply!

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## **STAFF FOR THIS ISSUE**

**Leo Bissonnette**

**Nelly Trakas**

**Newsletters are available, upon request, on tape, in braille and in large print. Comments and contributions are always welcomed.**

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## WORKSHOPS - - -

### Word Processing /DOS:

The goal of these workshops is to give the computer user a general understanding of basic MS/DOS commands and an introduction to the popular word processing package, WordPerfect. Toshiba Laptops and PCs with Artic Business Vision voice synthesizer will be used in these workshops.

These workshops are open to students with a disability (visual, learning, motor and hearing)

The workshops are offered through SDS during the Fall (beginning October) and Winter (beginning February).

WordPerfect/DOS Workshops contact:

**Leo Bissonnette (848-3503 or 848-3536/Voice & TDD)**

### Sign Language:

Concordia University, Services for Disabled Students offers interested participants an opportunity to familiarize themselves with Sign Language and Deafness.

The aim of our workshops is to give students the resources and motivation to continue their studies in the field of Deafness.

Persons seeking more than a basic knowledge of Sign Language can be referred to other community programs and/or agencies.

The workshops are offered during the Fall (October - December), Winter (February - April) and Spring (May - June) sessions

Sign Language Workshops contact:

**Nelly Trakas (848-3525/Voice & TDD)**

### Kurzweil Scanner-Personal Reader:

Welcome to the world of the new Kurzweil Personal Reader. This machine is the fifth in the series created by Kurzweil Computer Products developed for blind and print impaired persons. The Reader gives you instant and independent access to the wealth of printed and type-written information that is not readily available in cassette, braille, or large print form.

The KRM is an easy-to-use system which has some powerful features and capabilities. You will be able to use the Reader to scan relatively simple and more complex documents with very little effort.

The Personal Reader will work in the following reading/scanning situations:

1. Type-written documents (or photocopies) of virtually any kind, e.g., course outlines, handouts and examinations.
2. Books and periodicals where the text is in simple format, or in multiple columns.
3. More complex documents which have several columns of text, or text mixed with drawings and photographs. This includes most magazines, newspapers, brochures, advertising, and similar documents.
4. The Personal Reader can be used to communicate with other devices, such as a cassette tape recorder, personal computer, VersaBraille system, and braille printer.

One-on-one training, is offered during the Fall, Winter and Spring sessions.

Kurzweil contact:

**Leo Bissonnette (848-3503 or 848-3536/Voice & TDD)**

**Note:** Brochures on these workshops will be available early in the term. Inquire at SDS for more information.

## **VOLUNTEER SERVICES - - -**

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Services for Disabled Students at Concordia provides a range of specialized services designed to help students with a disability realize their educational potential. We are always recruiting qualified volunteers to help deliver the high quality and diverse services our students require.

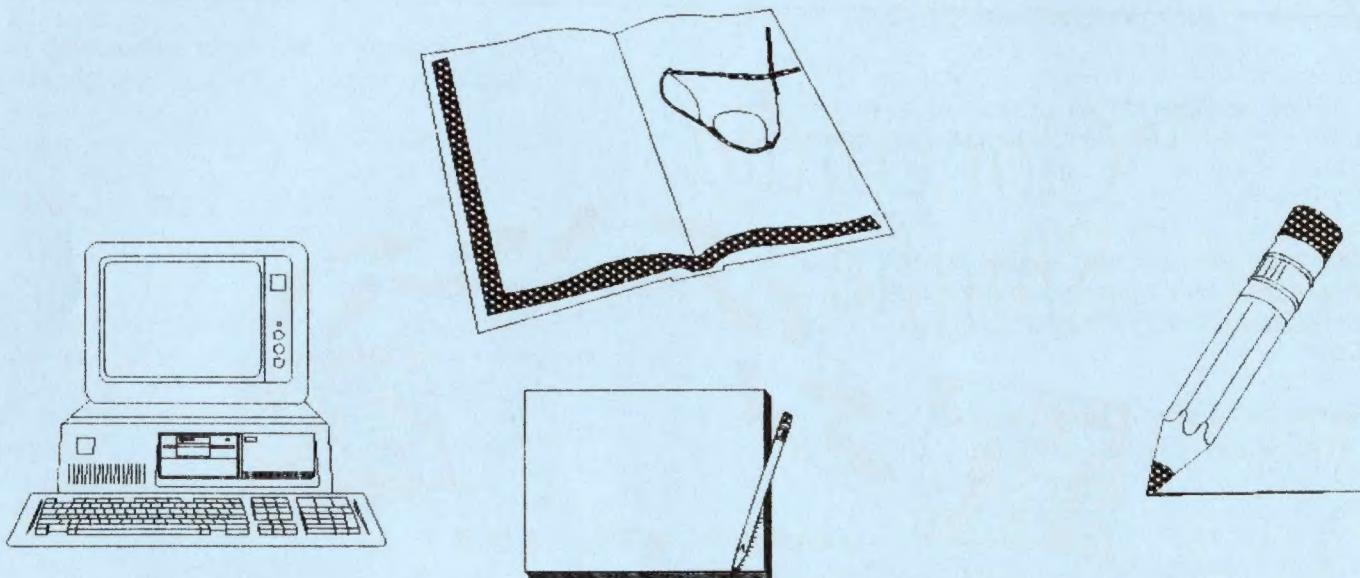
### **Volunteers in SDS:**

Because we provide such diverse services, we seek volunteers from many backgrounds and with many different skills. There are opportunities for faculty, staff, and students.

Our volunteers are part of a team coordinated by the SDS staff. As a participant in one of the centre's volunteer programmes, you work in one of our two locations: AD 121 (LOY) & H 580 (SGW).

After an interview, you will receive a specific assignment in keeping with your talents, skills, and abilities. You will then receive on-the-job training and continuing support. An orientation to the Centre and the services it provides will also be given.

Some possible assignments you may fill as a volunteer:



***Reader, Note Taker, Tutor, Editor  
Library Helper, Clerical Duties***

**Note:** Students requiring a volunteer can make their needs known to SDS as early as possible in each semester.

S T U D E N T  
S E R V I C E S  
F E S T I V A L

DATE: Thursday, September 19, 1991

PLACE: Hall Building - Mezzanine

TIME: 10:30-16:00

Dean of Students Office  
Financial Aid  
Health Services  
Guidance Services  
Fitness, Recreation & Athletics

Advocacy & Support Services  
- Services for Disabled Students  
- International Students Office  
- Women's Centre  
- Campus Ministry  
- Legal Information Services  
- Daycare Centres



- \* a 6.5 km "shuffle" from SGW to LOYOLA campus, open to ALL Concordia faculty, staff & students
- \* "shuffle"-a-thon begins at noon and ends when you get to the other campus
- \* forms can be picked up at SDS at either campus and at the Information Desk in the Hall Building
- \* money raised will go towards student scholarships and fellowships
- \* wheelchair users, guide dogs, etc... everybody is welcomed!

## TERM AT A GLANCE - - -

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### September:

Sept. 4-12 ...

- Classroom locations schedule available in SDS -check for classroom accessibility
- Course Change & Late Registration
- New I.D. cards made and/or validated, 10:00-17:30 (Fri. 10:00-16:00) - N 107-5 - volunteer available

Sept. 16 ...

- Application deadline-Replacement and Supplemental exams Summer '91

Sept. 18 ...

- Last day for Academic Withdrawal with Refund from Fall (/2) & Full (/3) courses [notation on record = DNW (did not write)]

Sept. 19 ...

- Student Services Festival - Hall Building - Mezzanine

Sept. 27 ...

- The Concordia Shuffle - support the University by shuffling and/or sponsoring!

### October:

Oct. 1 ...

- Application deadline for Late Completion and Re-evaluation for Summer '91 courses

Oct. 9-15 ...

- University Writing Test - students needing special arrangements please inform SDS in advance

Oct. 14 ...

- Thanksgiving Day - University closed

Oct. 15 ...

- Tentative Final Examination Schedule is available at SDS on either campus

Oct. 25 ...

- Last day for Academic Withdrawal from Fall (/2) courses - [notation on record = DISC (discontinued)]

### November:

Nov. 18 ...

- Fall Convocation-Place des Arts at 15:30

Nov. 22 ...

- Students needing exam accommodations should have their Exam Schedule Arranged by this Date to ensure that their needs are met.

### December:

Dec. 3 ...

- Last day of classes for Fall (/2) courses

Dec. 4 ...

- SDS Holiday Party! - H 580 - 14:00-16:00
- Make-up day for classes scheduled October 14, 1991

Dec. 6-22 ...

- Final Examination Period

Dec. 19 ...

- Course Change and Late Registration appointment cards available

Dec. 19 - Jan. 17 ...

- Posting of final grades (Fall (/2) courses). Check terminals located in the Norris Building Lobby (SGW) or opposite AD 210 (LOY) - contact SDS for assistance

Dec. 20 ...

- Last Day to Return Tapes borrowed from SDS related to academic course materials (Fall (/2) courses)

Dec. 23 - Jan. 3 ...

- University Closed for Holidays

### January:

Jan. 6 ...

- University Re-opens
- Classes for Winter session begin
- Course Change & Late Registration begin

Jan. 15 ...

- Deadline for Graduation Applications (Spring 1992)

## ON-GOING PROGRAMS AND SERVICES

Services for Disabled Students

### Services

Campus Accessibility/Information Services  
...maps  
...elevator keys  
...parking permits  
...classroom relocation  
...campus tours  
...study rooms  
Academic Assistance  
...pre-admission referral  
...registration & course change assistance  
Library Assistance & Bookstore Retrieval  
Liaison with Faculty and Academic Advisors  
...identification letters  
...exam services  
...learning strategies  
Computer Work/Study Rooms  
Oral & Sign Language Interpreting  
Volunteer Services  
...readers  
...note takers  
...tutors  
...editors  
...general assistance  
Braille & Transcription Services  
Audio Tape Recording Services  
Safety & Evacuation Information  
Library on Disability Related Issues  
Advising & Advocacy

### Equipment

Personal Computers  
...Laptops & Desktops  
...Voice Synthesizers with Screen-Reading Software  
...Adapted Word Processing Software  
...Braille & Large Print Software  
...40 Character Braille Display  
...Adapted Hardware Accessories  
Tape Recorders  
...Adjustable Speed  
...2-track & 4-track

...Portable & Desk Models  
...Patch-Cord Accessories  
Braille  
...Computer Braille Printers  
...Manual Perkins Brailler  
...Engl/Fr Braille Dictionary (3.5 disk)  
Optical Character Readers  
Math Scientific Talking Calculator  
Closed-Circuit TV Read-Write Systems  
Portable FM Receiver/Transmitter Systems  
Portable Electronic Speller  
Telephone Communications  
...Telephone Devices for the Deaf (TDD)  
...Amplification Accessories for Phones  
Manual Wheelchairs  
Portable Extension Ramps  
Evac-Chairs

### Programs

Word Processing Workshops  
Sign Language Workshops  
Kurzweil Workshops  
Special Training on Equipment

### Faculty Resources

Liaison with Faculty & Students  
Alternative Learning Strategies  
Exam Adaptation & Accommodation  
Information & Awareness Sessions

### Office Hours

09:00-17:00 (SGW & LOY)

Tel:

848-3525/3511 (Voice & TDD) - SGW  
848-3503/3536 (Voice & TDD) - LOY